GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number 76–142

Application Date:		Date Received Application No. Date Completed SEP 1 3 1982 76-142-A JAN 1 9 1983
May 11, 19	76	
Record Series Title:	Comprehensive Employment Training Act (CETA) Trainee Paid Allowance Check Files mended:	Person to Contact: W. F. Reynolds Telephone No. 656-3074
Reads as follows:	24 and 25	· ·
Item 24:	require files to be kept 4 years; adm	ninistrative decision.
Item 25:	Cut off file at end of F.Y., hold in federal or state audit is completed, to State Records Center; hold 3 years	whichever is later; then transfer
Amended to read:		
Item 11:	Federal Retention Instructions, Prime	e Sponsor instruction No. 80-025
Item 12:	Records created on or before 30 Sept Do not destroy until all audit que Records created on or after 1 Octobe each fiscal year; hold in current to State Records Center; hold 4 yes of federal audit questions.	stions are resolved. r 1978: Cut off files at end of files area 1 year; then transfer
Reason for cha	ange:	n ·
AUTHORITY: Division Director/De	Para 676.85 Federal Register Vol. 45 No	. 99 May 20, 1980. Date 9-1-82
Records Managemen	11/1/// 2///	Date 8-31-82
Chief, Records Mana	agement and Controls: William 10 16	Date 9-2-82
ESA Director:	Holle Jule	
State Auditor/Design		Date 11-4-82
	esignee: Edward Weedw	Date 1-12-4-3
Attorney General/Di	esignee:	Date / -/ / - <

GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

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Application	wiimper

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980	FOR STATE RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Complete SEP 1 8 1980 76-142-A NOV 1 7 19
Record Series Title: 76-142 CETA Trainee Paid Allowance Check Files	Person to Contact:
Item number to be amended: Item 16 on old form Item 10b on new form (3/80	Telephone No. 656-3040
Reads as follows: "no" on confidentiality of records	• · · · · · · · · · · · · · · · · · · ·
	•
Amended to read: "yes" on confidentiality of recor	:ds
Ga Carde 54-637(1)	
Reason for change: Public service employee records usinspection; all other personal records include made "available to the public to the same deges mation available about its employees. Georg therefore make all except PSE employment record authority: Federal Register, July 20, 1979; 29	gree that it makes such infor- gia State Merit System regulation ords confidential
Records Management Officer (RM&C):	Date 1/30/180
ESA Director:	Date
State Auditor/Designee:	Date 10- 30 - 80
Secreta State/Designee:	Date 10-27-80
Attorney General/Designee: ///////////////////////////////////	Date 1/-12-80
	ESA-143 (3/80)

GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number 76–142 – A

ESA-143 (R-5/82)

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Application Date:	•	FOR STATE RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Complete JUL 1 4 1982 76-142-A JUL 2 0 198
Nov. 17,	1980	
Record Series Title:	Comprehensive Employment Training Act (CETA) Trainee Paid	Person to Contact: W. F. Reynolds
Item number to be an	Allowance Check Files nended:	Telephone No. 656-3074
Reads as follows:	24 and 25	
•	· · · · · · · · · · · · · · · · · · ·	
Item 24:	require files to be kept 4 years; adm	inistrative decision.
Item 25:	Cut off file at end of F.Y., hold in federal or state audit is completed, to State Records Center; hold 3 years	whichever is later; then transfer
Amended to read: E	ote: because the form design has change o items 11 and 12 below; the former usine new.	d, items 24 and 25 above corresponding the old form and the latter using
Item 11:	Federal Retention Instructions, Prime	e Sponsor instruction No. 80-025
Item 12:	Records created on or before 30 Sept. Do not destroy until all audit ques	stions are resolved.
	Records created on or after 1 October each fiscal year; hold in current f to State Records Center; hold 4 year	iles area l year; then transfer
	of federal audit questions.	its, then destroy upon resolution
Reason for cha	nge:	"
	41 CFR 29-70.203b-1 and CETA Forms Prara 676.35 Federal Register Vol. 45 No.	
AUTHORITY: Division Director/Des	ignee:	Date
. 1	Mika lk - K 1	0 1 1/1/02
Records Management	Officer (RM&C): NUCL GUENTY)	Date
Chief, Records Manag	ement and Controls: William 10 Yo	husa Date 7/6/82
ESA Director:	valior groon ~	Date 7/7/82
State Auditor/Designation	a hardling	Date 7/19/82
Secretary 6 State/De	1 1 7/	Date 7-15-8>
/ Attorney General/Des	signee:	Date 214-67
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STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES A MISTORY
RECORDS MASAGEMENT DIVISION

PA6E

2 Agency Application No.	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to repartment of Archives and Nistory, Attention. Pecords Management Officer.		No. Date Completed
3 Georgia Department o Unemployment Insura Special Programs Pay Atlanta, Georgia 301	nce Division yment Unit - Rm 367 State Office Bldg.	C. R. Ridge 5. Working Tiels Supervisor	6 - feet - fee 655-307L
		OSE OF PRESENT ACCURTHER ACCUMULATION	
8.Earliest & Latest Dates of Series 08/01/74 to date	9. Exact Series Title Comprehensive Trainee Paid Allowance		Act (CETA)

What is the function of the office in which this record series is created? The function of the Un employment Insurance Division is to implement the Georgia Employment Security Iaw which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements. The Division administers the payment of allowances and wages as required by the Manpower Programs of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establish a payment record for each individual trainee; receives and processes weekly requests for payment of allowances, wages and payment of Incentive Allowance and Training Related Expense to participant enrolled in the Work Incentive Program. Makes periodic audit and review of payment records to prevent duplicate or overpayments and maintains records to ascertain continued eligibility.

1. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to disbursing funds to participants of programs initiated by the Comprehensive Employment Training Act.

Included are: cancelled checks for wages and allowances earned through programs initiated by the Comprehensive Employment Training Act.

File is arranged: chronologically by date check paid; thereunder numerically by check number.

ATTACH SAMPLES OF THE FILE

22. Equiphent occupies	No. of Dravers	Cu. Ft. of Records		No. of	Dravers	Cu. Pt. o	f Records
Letter-eize File Brawers	0	0	ABRUAL RATE OF ACCUMULATION	30		10	-
Logal-size File Drawers	0	0	Figor Space Occupied (Square Feet)	In ore	100(0)	in Stores none	
3 % 8 Card Trays	22 ' '	.38		This Year's	Last Year's	Preceding Tear's	Aii Prior Tears'
			AVERAGE DAILY REFERENCES	0	0, :	0	0

QUESTIONMAIRE Record Copy of the series? 14. Is there a duplication of this series in another office or agency? 15. Is the the Record Copy of the series in another office or agency? 16. Is the the a duplication of this series ever summarized or published? 17. Does the series contain classified information requiring security handling? 17. Does the series initiate, amend or terminate agency policies and procedures? 18. Could the function be performed if the files were lost or destroyed? 19. Is the series (or major portion of it) regularly microfilmed? If yes, vhy? 20. Does the record series frovide data as input to an EDP file? 21. Does the record series contain documentation produced as EDP printout? 22. Has the Federal Government issued instructions governing the retention/disposition of those files? Federal Register (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirement? (January I. 1975) Part VIII 23. Will there be a need for these records 10, 15 years from now? If yes, what? 24. REQUIREMENTS. The following requires the files to be kept by years: 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[]CALERGARE Agent -[]FIREMENT -[]FIR		PAGE 2				
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are: State Auditor/Designee [IN Approved [] Disapproved [] Disapproved [] STATE RECORDS Secretary of State/Designee Committee [IN Approved [] Disapproved Carroll John 2-19-76	Recommendations Agency Head/Designee	2-5-6				
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Attorney General/Designee [Approved Disapproved AMINSTELL 5-10-76	STATE RECORDS Secretary of State/Designee Carroll Hard	2-19-76				
	Attorney General/Designee [Approved Disapproved AMINGLEU]	5-10-76				

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIOS

PAG

February 3, 1976	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies	
2. Agency Application No.	and forward to Department of Archives and History, Attention. Records Management Officer	FEB 1 0 1976
3. Georgia Department of Unemployment Insurar Special Programs Pay	nce Division yment Unit - Rm 367 State Office Bldg.	C. R. Ridge
Atlanta, Georgia 303	334	5. Vorking Title 6. Tel 100 Supervisor 656-3074
7.ACTION REQUESTED		
ESTABLISH DIS RECORD WILL C		OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED.
8.Earliest & Latest Dates of Series 08/01/74 to date	9. Exact Series Title Comprehensive Trainec Paid Allowance	Employment Training Act (CETA) Check Files.

O. What is the function of the office in which this record series is created? The function of the Un employment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements. The Division administers the payment of allowances and wages as required by the Manpower Programs of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establish a payment record for each individual trainee; receives and processes weekly requests for payment of allowances, wages and payment of Incentive Allowance and Training Related Expense to participants enrolled in the Work Incentive Program. Makes periodic audit and review of payment records to prevent duplicate or overpayments and maintains records to ascertain continued eligibility.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to disbursing funds to participants of programs initiated by the Comprehensive Employment Training Act.

Included are: cancelled checks for wages and allowances earned through programs initiated by the Comprehensive Employment Training Act.

File is arranged: chronologically by date check paid; thereunder numerically by check number.

ATTACH SAMPLES OF THE FILE

12. вапривит осспртви	, Bo. of Drawers	Cu. Pt. of Records	and the second s	No. of	Drawers	Ću. Pt. o	f Records
Letter-size File Drawers	0	0	ARBUAL RATE OF ACCUMULATION	30		10	.÷
Legal-size File Dravers	0	0	Figor Space Occupied (Square Feet)	In OFF	ice(s)	In Store	ge Area(a)
3 X 8 Card Trays	22	•38		This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	0	0	0	0

	PAGI	E 2 '
QUESTIONNAIRE Place an "s" in the proper column. If answer is "YES," please explain	ΥEŞ	₩Q,
13. Is this the Record Copy of the series?	, [X]	֓֞֞֞֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓֓
14. Is there a duplication of this series in another office or agency?	[]	[X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling?		[X]
17. Does the series initiate, amend or terminate agency policies and procedures?	[]	[xx]
18. Could the function be performed if the files were lost or destroyed?	([X]	[]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[]	[X]
20. Does the record series provide data as input to an EDP file?	[]	[X]
21. Does the record series contain documentation produced as EDP printout?		[X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII 1.12 23. Will there be a need for these records 10, 15 years from now? If yes, what?	[_x]	[X]
24. REQUIREMENTS. The following requires the files to be kept 4 years:		
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[ADMINISTRATIVE f.[]HIS LAW LIMITATION PERIOD LAW DECISION VAI (Cite Law, Statute, or other reason for the retention requirement)	STORICAI LUE	Ĺ
See item 22		
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a of each -[]CALENDAR YEAR -[]FISCAL YEAR -[]OTHER See below	t the e	
[] Destroy. [] Transfer to State Archives for permanent retention. [] Destroy immediately after cut-off.	r(s):	
[x] Other: (Specify) Cut off file at the end of each Fiscal year, ho files area 1 year or until Federal or State Audit is completed, whichever is la		
transfere to State Records Center; hold 3 years; then destroy.	iter, ti	
		: •
(Indicate briefly rationale for recommendations above/or write additional removed to eliminate the necessity of using much needed filing equipment and space WAI we that are now inactive but must be held for 4-years before destruction.		les
Records Management Officer (Signature) Date OTHER REQUIRED SIGNATURES	DA	ATE
26. Recommendations Agency Head/Designee in paragraph 25 [Approved [] Disapproved [] James	2 (- 6
are: First Dutte Auditor/Designee Do	5-1	1.76
STATE RECORDS Secretary of State/Designee	- 	9-76
COMMITTEE Approved Disapproved Cauchy Aux	1	1-16